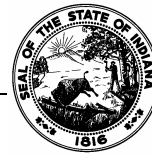


Indiana Department of Education



Office of Financial Management, Analysis, and Reporting

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MEMORANDUM

TO: All Superintendents and Charter School Sponsors

FROM: Debra Hineline, Director
Office of Financial Management, Analysis, and Reporting

SUBJECT: Fall Data Collections

DATE: August 30, 2006

This memorandum serves as a reminder that the Membership (ADM), Prime Time, Charter School Student Residence Report, and Full Day Kindergarten data collections will be held during the month of September. All instructions, timelines, and data layout information for these collections are available at the STN website <http://www.doe.state.in.us/stn/welcome.html>. Please share this information with all individuals in your corporation who are responsible for any of the above collections. Be sure to have your building principals certify counts and keep this documentation for audit purposes.

We are not sending blank copies of these forms to you this year as you are required to print, sign and send us a copy of these completed reports from the Applications Center!

A memo regarding the collection of Full Day Kindergarten counts is enclosed in this packet, please read it carefully as all school corporations are required to submit data this year regardless of whether you are applying for the full day grant.

The form 30A Vocational Education Student Count is submitted through the K-12 data submission site. A copy of this report is available for use by your Vocational Directors on the Office of Financial Managements web area <http://www.doe.state.in.us/finance/pdf/30asampleform.pdf>. Please do not use this form for filing purposes. This submission is through the pin protected data submission site labeled Form 30A.

Please remember that the above data submissions are for counts taken on September 15, 2006. All signed forms are due in our office by September 29, 2006. Please review the memos regarding counting students in these submissions that were part of the 2006 Workshop Materials. They are available in the 2006 Workshop Folder found at <http://www.doe.state.in.us/finance/welcome.html>.

Information on Textbook Reimbursement is also included in this packet. Please share this information with all individuals involved in the process as we do have some procedure changes this year.

If you have questions regarding any of the above submissions, please give us a call toll free at 866-234-1414 or locally at 317-232-0840.